

SUPPLEMENTAL JOB DESCRIPTION

Classification: EMPLOYMENT COUNSELOR SPECIALIST

Function Code: 4066-045

Position Title: NHEP Employment Specialist

Date Established: 6/7/01

Position Number: 41018

Date Of Last Amendment: 3/31/06

SCOPE OF WORK: To deliver employment, training, barrier resolution, education, job preparation and support services to a diverse population within a tri-agency collaboration and partner agencies for the New Hampshire Employment Program (NHEP).

ACCOUNTABILITIES:

- Integrates and applies changing policies and procedures of the tri-agency collaboration to maximize services to NHEP participants.
- Interviews, assesses, and evaluates individual aptitudes, interests, abilities, work experiences, education, personality characteristics, and degrees of physical, social, or emotional limitations of NHEP participants to identify individual service needs, strengths, and barriers.
- Develops and implements an Employability Plan for each NHEP participant and provides subsequent counseling (up to 5 years) to resolve employment barriers and stabilize family functioning.
- Authorizes and monitors expenditures of funds for appropriate training and support services that support the employability plan.
- Develops and maintains relationships with employers, service providers, educational institutions and community organizations to coordinate services to clients, develop employment opportunities, maximize available resources and promote community understanding.
- Determines individual program compliance that could result in the loss or increase of TANF benefits. Works with participant to resolve issues.
- Administers, scores, and interprets standardized tests to NHEP participants to determine vocational aptitudes, interests, and skills.
- Plans and conducts orientations to inform NHEP participants of program benefits and responsibilities.
- Documents and maintains accurate case notes and individual case records to track individual progress and comply with state and federal regulations and policies.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in social work, psychology, education, human services, sociology, counseling or behavioral science.

Experience: One year of experience at or above the level of Social Worker Trainee or Employment Counselor or two years as a social worker or counselor in a public or private social service agency or two years as a Family Services Specialist II with extensive knowledge of the TANF Program.

License/Certification: Valid driver's license and/or access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS: For appointment consideration, Employment Program Specialist applicants must successfully participate in a structured interview measuring possession of knowledge, skills, and abilities identified as necessary for satisfactory job performance by this class specification.

RECOMMENDED WORK TRAITS: Ability to work as a team with co-workers. Ability to apply procedures, rules and regulations of three agencies. Ability to evaluate personal characteristics, physical capacities, education, work background, abilities and interests of participants. Knowledge of the principles and methods of assessment and counseling. Knowledge of involved psychological and environmental problems arising in connection with case work. Knowledge of the educational and social service agencies available in the geographic area. Knowledge of a variety of occupations and industries in the area. Ability to communicate effectively, both verbally and in writing. Ability to develop and maintain effective working relationships with low-income participants, employers, public and private community agency staff, co-workers, and the general public. Knowledge of basic computer programs such as e-mail and word processing. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES: I have reviewed the content of this supplemental job description.

Reviewer's Name, Title & Position #: Terry R. Smith, Director, DFA

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #, Elizabeth Robbins, Supervisor IV, #12560

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved